

# Operator's Lesson Plan

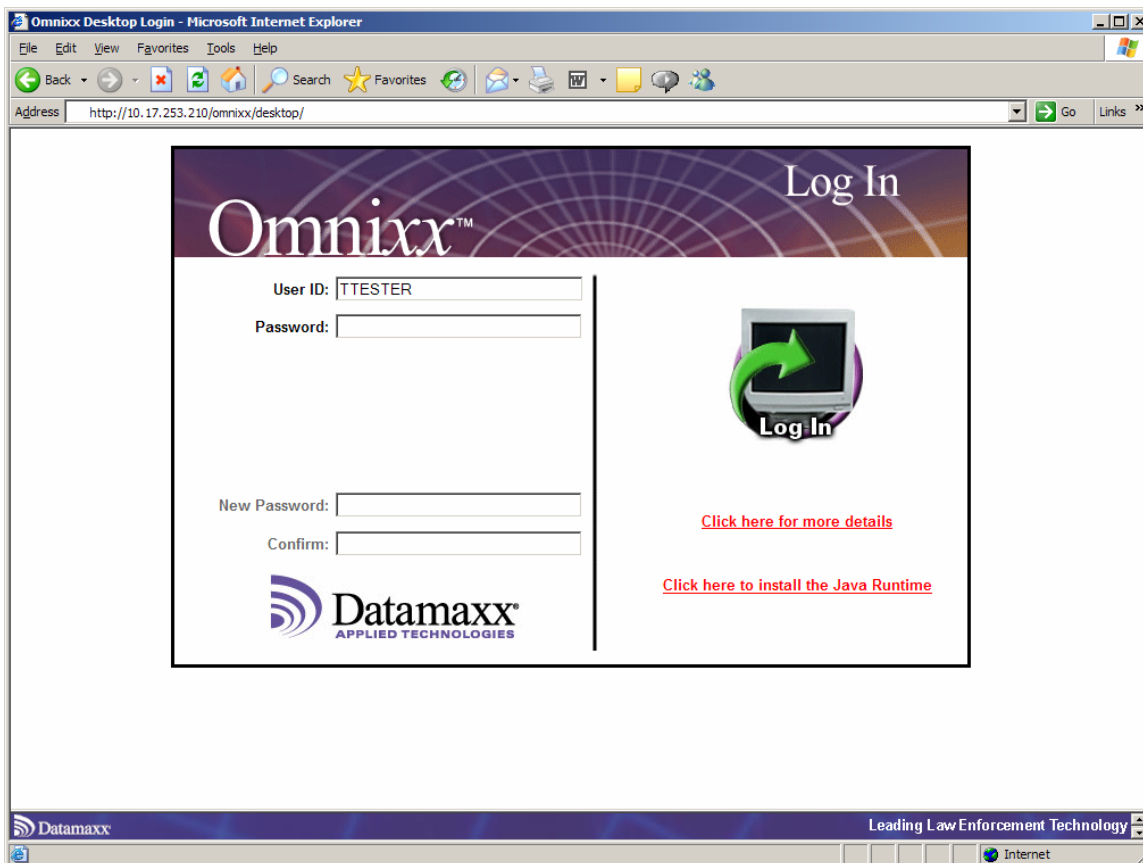
## Accessing OMNIXX Force

### I. Introduction

Screen formats have become an integral part of today's IDACS System. This section will familiarize the terminal operator of how to access OMNIXX Force and learn the elements of the OMNIXX Force User Interface.

### II. Objectives

At the completion of this lesson, the user will be able to answer test questions concerning OMNIXX Force and the elements of the OMNIXX Force User Interface.



### III. Logging Into OMNIXX Force

1. To start the OMNIXX Force application, you must first access the OMNIXX Login screen. Your computer should be configured with a shortcut icon for the OMNIXX Login screen. If so, double click on the short cut to proceed.

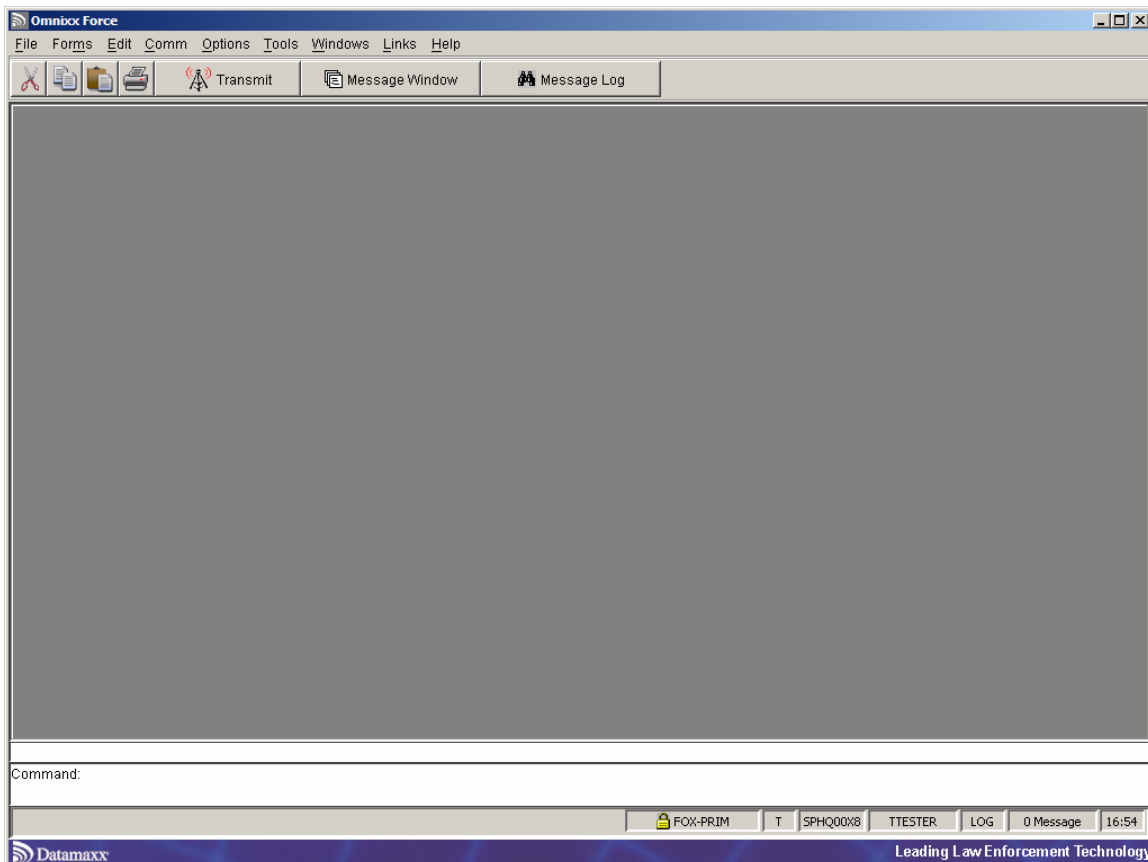
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2. On the OMNIXX Login screen, you are prompted to enter the following information:
  - a. User ID
    1. Enter your Username.
    2. Assigned by IDACS.
  - b. Password
    1. Enter your Password.
    2. Must be a minimum of 4 characters and a maximum of 15.
    3. May be alpha or numeric or alphanumeric.
    4. Required to be changed every 60 days.
  - c. After all the necessary information is entered in, click the "Log In" icon to begin your sign in. The Certification window will appear showing a list of your current certification status and expiration date.
  - d. Once you are logged into the OMNIXX Desktop, you will be able to access the applications that you are authorized to use.
  - e. Select the OMNIXX Force application and click once. The computer will then check for the most current version of all transaction forms available.



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- f. The OMNIXX Force user interface will be displayed. There are several areas of the User Interface that you will need to become familiar with. These areas are the: Menu Bar, Toolbar, Command Bar and the Status Bar.



## IV. The Menu Bar

1. File
  - a. Print Setup: Opens the Print Setup dialog box which allows the user to enter the patch of the network printer.
  - b. Exit: Closes the Omnixx Force User Interface.
2. Forms
  - a. Forms that are accessible to the user are displayed. This menu will vary depending on the certifications held by the current user.
3. Edit
  - a. Cut: This allows the user to **remove** selected text from the message window and place it into another application.

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- b. Copy: This allows a user to make a **copy** of selected text from the message window and place it into another application.
  - c. Paste: This function works in conjunction with the Cut and Copy command. Once the text has been cut or copied, it can be transferred to another application by placing the cursor at the desired location and clicking the Paste command.
- 4. Comm
  - a. Transmit Ctrl+T: This function sends the current transaction form to the server for processing.
- 5. Options
  - a. **Auto Switch to Message Window:** When enabled, the Message Window will automatically open whenever a message is received.
  - b. **Auto Print:** When enabled, all incoming messages are printed without any action from the user.
  - c. **View Command Bar:** This option toggles off and on the Command Bar at the bottom of the screen.
  - d. **View Menu Tree:** This menu displays all items contained within that menu.
  - e. **Unattended Printing:** Provides users the ability to select an unattended printing mode when the workstation will be left unattended for a long period of time. This prevents messages from accumulating in the Message Window.
  - f. **Write Trace File:** This option generates a trace file that can be used to diagnose system problems. **This feature should only be activated when instructed to do so by computer support.**
  - g. **Check for Form Updates:** This feature will automatically check for any form updates every time the transaction form is opened.
- 6. Tools
  - a. **Synch Rules with Repository:** This feature downloads all files from the server to ensure that all files are current.
  - b. **Message Window:** Opens the Message Window where the user can view all messages from the current session.
  - c. **Message Log:** Opens the Message Log feature allowing the user to search and view messages that were sent and received during previous sessions.

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7. Windows
  - a. **Cascade:** Aligns all open transaction forms diagonally, one in front of the other, with the title bars showing.
  - b. **Tile Horizontally:** Aligns all open transaction forms one on top of the other for simultaneous viewing.
  - c. **Tile Vertically:** Aligns all open transaction forms side-by-side for simultaneous viewing.
  - d. **Close:** Closes the current active transaction form.
  - e. **Close All:** Closes all open transaction forms but will not exit the program.
  - f. **Forms:** Opens a dialog box that contains a list of all current open transaction forms.
8. Links
  - a. Displays a list of links to helpful websites.
9. Help
  - a. Displays links to user's guides and online manuals. Opens the Datamaxx website that provides configuration information and support information.

## V. The Toolbar

1. Cut Button: Removes highlighted text from its current location and places it on the clipboard.
2. Copy Button: Copies highlighted text to the clipboard.
3. Paste Button: Pastes contents of the clipboard at the cursor location.
4. Print Button: Sends messages to the printer.
5. Transmit Button: Transmits a completed transaction form for processing.
6. Message Window Button: Displays the message window.
  - a. File:
    1. Print: Sends message to the printer.
    2. Exit: Closes the OMNIXX window.
  - b. Options:
    1. Message Preview: Allows the user to preview the selected message prior to opening the message.

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- c. Edit:
  - 1. Delete: Allows the user to remove, All or Selected messages from the Message Window.

- 7. Message Log: Display the Message Log.

## VI. The Command Bar

- 1. Located near the bottom of the screen above the Status Bar. The Command Bar provides quick access to opening a transaction form or exiting the program.
- 2. Type the letter **TF** followed by a space and type in the desired message key, then press the ENTER key.

## VII. The Status Bar

- 1. Switch Indicator: Indicates the connection to the switch. A lock indicates that the system is operational and the encryption is functioning. A green icon indicates the system is functioning however the encryption is not operating properly. A red icon indicates the connection to the switch has been lost.
- 2. Trace File Indicator: If enabled, a blue rectangle will appear around the box to indicate to the user that a trace file is being generated.
- 3. Validation Code: The mnemonic or device name of the machine.
- 4. User Name: Current user logged on.
- 5. Message Counter: Displays the number of unread messages in the message window.
- 6. Time: Displays the time (local computer setting).